



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OIT-06-151 (DW) (MPP)

JOB TITLE: INFORMATION TECHNOLOGY SPECIALIST
(APPLICATIONS SOFTWARE) GS-2210-13

AREA OF CONSIDERATION: Status-Eligible Candidates Within CSOSA

OPENING DATE: 09/22/2006

CLOSING DATE: 10/02/2006 Applications must be received by 5:00 p.m. E.D.T.

PROMOTION POTENTIAL: NONE

STARTING SALARY: GS-13 \$77,353 pa

Information Technology Specialist (Applications Software) GS-2210-13 (ONE Position), Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Office of Information Technology, Washington, DC.

DUTIES: The incumbent serves as the Information Technology Specialist Applications Software Programmer C++ and performs work to determine and design applications architecture, determine output media and formats, design user interfaces, work with customers to test applications, and integrate hardware and software components. Performs work to assure software and systems quality and functionality, write and maintain program documentation, evaluate new applications software technologies, and ensure rigorous application of information security and information assurance policies, principles, and practices to the delivery of application software services. Establishes criteria, formulates projects, assesses program effectiveness, and investigates and analyzes a variety of unusual conditions, problems, and issues. Monitors software development contracts to ensure compliance with specifications. Plans and coordinates testing, installation, and implementation of vendor provided software. Leads projects, contractors, or teams that design and develop agency-wide applications. Analyzes and refines systems requirements, translates systems requirements into applications prototypes, and plans and designs systems architecture. Incumbent is the Applications Programmer C++ and develops program. Develops project plans, provides technical guidance to team members, and serves as primary liaison between customers and vendors and Information Technology management throughout the development process.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade level. Specialized experience is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Specialized experience is experience with work to determine and design applications architecture, determine output media and formats, design user interfaces, work with customers to test applications, and integrate hardware and software components.

Specialized experience includes work to assure software and systems quality and functionality, write and maintain program documentation, evaluate new applications software technologies, and ensure rigorous application of information security and information assurance policies, principles, and practices to the delivery of application software services.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-12 level to be eligible for the GS-13 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW. APPLICATIONS THAT DO NOT INCLUDE THE KSAs ADDRESSED SEPARATELY FROM THE APPLICATION/RESUME WILL NOT RECEIVE FURTHER CONSIDERATION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Expert level of knowledge of software design concepts and methods, Information Technology Infrastructures, and project management sufficient to lead development project in design, development, and implementation for new system and enhancement to existing system.
2. Experience in writing, debugging, and maintaining code in various languages such as C++, Visual Basic, ORACLE, and PL1.
3. Knowledge of various applications, software languages, operating systems, technology platforms, utilities and tools used in agency sufficient to develop applications using Structured Query Language, Visual Basic, Oracle, TURBO PL1 programs, Microsoft ACCESS, etc.
4. Skills in written communications sufficient to accomplish assignments and prepare complex technical documents and reports to be presented to non-technical personnel and present briefings to senior managers on complex and controversial issues.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP: Applicants covered by the Court Services and Offender Supervision Agency Career Transition Assistant Program (CTAP) may apply and will be given priority consideration if determined to be well qualified. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice or a "Notice of Personnel Action" (SF-50) documenting separation.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dierdre Williams, HR Specialist on (202) 220-5609 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

EMAIL ADDRESS: Applicants may also submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Drug Testing: Appointment may be subject to random drug testing after selection.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.